

EMPLOYMENT OPPORTUNITY

**State of California
State Council on Developmental Disabilities
Area Board Office XI
2000 E. Fourth Street, Suite 115
Santa Ana, CA 92705
714-558-4404
susan.eastman@scdd.ca.gov**

POSITION: Office Technician Typing/Half-Time

LOCATION: Santa Ana, CA

OFFICE: SCDD Area Board XI Office

SALARY RANGE: \$1,343 - \$1,632

DEADLINE: Until Filled

**DUTY STATEMENT
OFFICE TECHNICIAN TYPING**

The Office Technician works under the direct supervision of the Area Board Executive Director.

Specific Assignments

55% Administrative Support

- Electronically processes orders, and maintains the supply and equipment as needed for the Area Board, and makes recommendations for procurement of the Executive office. Electronically processes invoices using the Excel program.
- Maintains accurate records of expenditures;
- Prepares quarterly expenditure reports, and assists the Executive Director in developing the budget.
- Maintains and processes all personnel reports for personnel, processes and files various papers, administrative documents and maintains and processes board member appointment papers and procedural requirements. Processes all personnel documentation for new hires, separations, timekeeping and all matters related to personnel issues.

- Prepares and processes travel claims for Board Members and Staff.
- Makes arrangements for Board and Committee meetings, and Board Retreat, as necessary.

45% Secretarial Duties

- Types correspondence, memoranda, and reports as necessary. Types agendas, meeting notices, copies and assembles background material as necessary for Area Board meetings. Takes minutes at Board meetings and some committee meetings.
- Serves as initial public contact to the agency, routes telephone calls to various staff as indicated; answers routine inquiries; makes appointments for other staff members, as requested.
- Opens, logs, routes incoming mail and processes outgoing mail.
- Operates all office equipment, as necessary.
- Maintains open communication and effective relationships with Area Board members.
- Has regular telephone and/or personal contact with consumers of services, parents, Board Members, staff of other agencies and programs, and the general public.
- Possesses a working knowledge of regulations, policies, and procedures of the Area Board, State Council, as well as some aspects of the Department of Social Services and Department of Developmental Services as it relates to the process of personnel and procurement.
- Composes and writes responses to routine correspondence.